



FLEET PARTS SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values, to perform a variety of advanced level technical duties involved in the purchase and maintenance of fleet parts, tools and shop supply inventory.

Supervision Received and Exercised:

Receives general supervision from the Fleet Parts Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Purchase fleet parts, tools and related supplies from contract and non-contract vendors.
- Review order requests and discuss any unusual specifications; obtain price quotes, review comparisons; place orders using purchase orders, procurement cards, or petty cash, and arrange for deliveries and pickups.
- Maintain contact with vendors; keep informed of new products; develop new sources of supply; evaluate vendor performance; assist in the preparation and evaluation of fleet parts contract.
- Answer questions and provide information to the public and other departments; investigate complaints and recommend corrective actions necessary to resolve complaints.
- Receive, store and issue equipment, supplies and parts; charge proper department or vehicle for equipment, supplies and/or parts; issue tools and maintain their condition; issue and track vehicle keys.

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- Verify incoming shipments for appropriate quantity and quality; receive, unpack and check quantity of items received against invoices and specification; inspect all items; stock shelves with supplies.
- Maintain adequate stock levels and records on all materials; participate in scheduled inventories; prepare requisitions for stock replacement to maintain minimum stock levels; prepare final invoices in PeopleSoft and forward to Accounting.
- Return damaged, warranty or incorrect parts to vendor; process claims with vendors for damaged materials; monitor invoices for accuracy; obtain credits where appropriate.
- Prepare and maintain statistical reports and a variety of records including reference resource catalogs, vendor and purchase lists, contract information, and other records and files related to the parts service area.
- Prepare service orders; obtain all pertinent information; refer to parts manual to determine correct parts and numbers; produce computer generated work orders.
- Monitor, receive, process and dispatch radio road calls and messages from various vehicles; coordinate wrecker service for disabled city vehicles.
- Perform a variety of general clerical, accounting, and related work; operate computer terminal and peripheral equipment as well as standard office machines and related equipment in the performance of assigned duties.
- Assist in maintaining accurate repair and operating costs on all automotive vehicles and equipment; assists in preparing reports on consumption of stock and related matters.
- Operate a forklift, van, and truck.
- Perform related duties as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

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Two years of increasingly responsible experience in storekeeping or related work involving the selection, purchasing, storage, and issuing of a variety of fleet materials and supplies.

Training:

Equivalent to completion of the twelfth grade. Additional coursework in bookkeeping or accounting is desirable.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Additional Requirements:

Labor and Trade physical examination.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 9121

FLSA: Non-Exempt